



THE UNIVERSITY OF BRITISH COLUMBIA

iSchool (Library, Archival & Information Studies)  
Faculty of Arts

We acknowledge that we are on the traditional, ancestral and unceded territory of the hən̓q̓əmin̓əm̓ speaking Musqueam people.

**The mission of UBC iSchool is to enhance humanity's capacity to engage information in effective, creative and diverse ways, through innovative research, education and design.**

## **ARST 510 Archival Diplomatics – Course Syllabus (3)**

**Program:** Master of Archival Studies

**Year:** 2018-2019 Winter Session Term 1

**Course Schedule:** Thursday 2:00-4:50

**Location:** SWNG 107

**Instructor:** Luciana Duranti

**Office location:** SLAIS 478

**Office phone:** 604-822-2587

**Office hours:** Thursdays 12:50-1:50; otherwise, available for quick questions before and after class and during the break, or by appointment; consistently available by email.

**E-mail address:** [luciana.duranti@ubc.ca](mailto:luciana.duranti@ubc.ca)

**Learning Management Site:** [canvas.ubc.ca](https://canvas.ubc.ca)

**Course Goal:** To give you an understanding of the nature of archival documents.

### **Course Objectives:**

1. To provide an understanding of the characteristics of archival material and mastery of the fundamental archival terminology.
2. To develop the intellectual framework for the systematic identification and critical evaluation of archival material.
3. To enable you to analyze documents on the basis of their form, formation, and consequences.
4. To develop an appreciation of the nature, function, use, and value of documentary evidence of actions and transactions.

### **Course Topics:**

1. The concepts of data, information, document, and archival document (record).
2. The concepts of reliability, accuracy and authenticity.
3. The status, methods, and forms of transmission of archival documents.
4. The juridical system, the concepts of fact and act, and the function of archival documents in relation to facts and acts.
5. The persons concurring in the formation of archival documents and the effects they have on their nature.
6. The formation of archival documents and the characteristics they derive from it.
7. The extrinsic and intrinsic elements of archival documents.

**Prerequisites:** MAS and Dual students take this as part of the MAS core. MLIS students: completion of the MLIS core courses, plus permission of the SLAIS Graduate Adviser



**Format of the course:** The course consists of lectures, class discussions, and in-class exercises and analysis of documents.

### Required and Recommended Reading:

Required:

NOTE: The Duranti book (first item in the list) is available at the UBC Bookstore. Many readings are available either online or in electronic format through the UBC Library. All *Archivaria* articles are available in electronic format through the e-*Archivaria* service of the Association of Canadian Archivists: <http://www.archivists.ca>. Additional course material is available on the restricted area of the Luciana Duranti Students Pages at [www.lucianaduranti.ca](http://www.lucianaduranti.ca) (user name and password for the restricted area will be provided in class), and at <https://ubc.academia.edu/LucianaDuranti>. Handouts and copies of documents will be provided on a class-by-class basis.

- Duranti, Luciana. *Diplomatics: New Uses for an Old Science*. Lanham, MD, and London: The Scarecrow Press, 1998. [The book contains a series of six articles published in *Archivaria* 28 (Summer 1989) through 33 (Winter 1991-92)].
- Duranti, Luciana. "Archival Science," in *Encyclopedia of Library and Information Science*, edited by Allen Kent, vol. 59. New York, Basel, Hong Kong: Marcel Dekker, 1996: 1-19.
- Duranti, Luciana. "The Archival Bond," *Archives & Museum Informatics* 11, nos. 3-4 (1997): 213-18.
- Eastwood, Terry. "What is Archival Theory and Why is it Important?" *Archivaria* 37 (Spring 1994): 122-30.
- Duranti, Luciana and Patricia Franks, eds. *Encyclopedia of Archival Science*. Lanham, MD: Rowman & Littlefield Publishing Group, 2015. Entries about all concepts covered in class.
- Jenkinson, Hilary. Chapter 1 in *A Manual of Archives Administration*. London: Percy Lund, Humphries & Co., 1937; reprint 1965.
- Livelton, Trevor. *Archival Theory, Records, and the Public*. Lanham, MD: Scarecrow Press, 1996
- MacNeil, Heather. Chapter on Diplomatics in *Trusting records: legal, historical, and diplomatic perspectives*, Dordrecht, Netherlands: Kluwer Academic, 2000.
- Schellenberg, T.R. "Nature of Archives," Chapter 2 in *Modern Archives: Principles and Techniques*. Chicago, Ill.: University of Chicago Press, 1956; reprint, The Society of American Archivists, 1998.

Recommended:

- Duranti, Luciana. "Concepts and principles for the management of electronic records, or records management theory is archival diplomatics," *The Records Management Journal* 20, 1 (2010):78-95.
- Duranti, Luciana. "Archives as a Place," *Archives & Manuscripts* 24, 2 (1996): 242-255. Republished in *Archives & Social Studies: A Journal of Interdisciplinary Research*, 1, 1 (2007). Online at [http://socialstudies.cartagena.es/index.php?option=com\\_content&task=view&id=48&Itemid=42](http://socialstudies.cartagena.es/index.php?option=com_content&task=view&id=48&Itemid=42).
- Duranti, Luciana. "Diplomatics," *Encyclopedia of Library and Information Science*. Marcia Bates, Mary Niles Maack, Miriam Drake eds. New York, Basel, Hong Kong: Marcel Dekker, INC., 2009.
- Turner, Janet. "Experimenting with New Tools: Special Diplomatics and the Study of Authority in the United Church of Canada." *Archivaria* 30 (Summer 1990): 91-103.
- Duranti, Luciana. "The Concepts of Reliability and Authenticity and Their Implications." *Archivaria* 39 (Spring 1995): 5-10.
- Duranti, Luciana, and Heather MacNeil, "The Preservation of the Integrity of Electronic Records: An Overview of the UBC-MAS Research Project." *Archivaria* 42 (Spring 1997): 46-67.



- Duranti, Luciana and Kenneth Thibodeau, "The Concept of Record in Interactive, Experiential and Dynamic Environments: the View of InterPARES," *Archival Science* 6, 1 (2006): 13-68. Online at: <http://dx.doi.org/10.1007/s10502-006-9021-7>.
- Duranti, Luciana, Eastwood, Terry, and Heather MacNeil. Chapters 1 and 2 in *Preservation of the Integrity of Electronic Records*. Dordrecht, Netherlands: Kluwer Academic Publishing, 2002.
- MacNeil, Heather. "Providing grounds for trust: developing conceptual requirements for the long-term preservation of authentic electronic records," in *Archivaria* 50, 2000, p. 52-78
- MacNeil, Heather. "Trusting records in a postmodern world," in *Archivaria* 51, 2001, p. 36-47
- "Special Section on Diplomatics and Modern Records." *The American Archivist* 59, no. 4 (Fall 1996): 412-94.

**Course Assignments** Due dates and Weight in relation to final course mark.

Assignment Name	Due Date	Weight
Mid-term Exam: Two in-class written essays on concepts and terminology covered to date, closed book.	October 25	40%
Diplomatic Analysis Test: In-class written documentary analysis, open book and notes (no computer)	November 29	40%
Class Participation: attendance at all lectures; participation in class discussion and in the assigned document analysis.	Continuous	20%

**Course Schedule**

Week 1 (Sept 6)	Introduction to the course; basic concepts of archival science: archives, archival fonds, archival document (record), archival bond; diplomatics	<p>Duranti, Luciana. "Archival Science," in <i>Encyclopaedia of Library and Information Science</i>, edited by Allen Kent, vol. 59. New York, Basel, Hong Kong: Marcel Dekker, 1996: 1-19.</p> <p>Duranti, Luciana. "The Archival Bond." <i>Archives &amp; Museum Informatics</i> 11, nos. 3-4 (1997): 213-18.</p> <p>Duranti, Luciana, "Diplomatics: New Uses for an Old Science (Part I)." <i>Archivaria</i> 28 (Summer 1989): 7-15</p> <p>Duranti, Luciana. "Diplomatics: New Uses for an Old Science (Part VI)." <i>Archivaria</i> 33 (Winter 1991): 6-8 (middle of page).</p>
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Week 2 (Sept 13)	<p>The characteristics of archival documents/records and their aggregations.</p> <p>The concepts of data, information, document, and archival document/record.</p> <p>The diplomatic concept of record. The trustworthiness of records.</p> <p>Status, methods, forms of transmission of records.</p>	<p>Eastwood, Terry. "What is Archival Theory and Why is it Important?" <i>Archivaria</i> 37 (Spring 1994): 122-30.</p> <p>Duranti, Luciana, "Diplomatics: New Uses for an Old Science (Part I)." <i>Archivaria</i> 28 (Summer 1989): 15–27.</p> <p>Jenkinson, Hilary. Chapter 1, <i>A Manual of Archives Administration</i>. London: Percy Lund, Humphries &amp; Co., 1937; reprint 1965.</p> <p>Schellenberg, T.R. "Nature of Archives," Chapter 2 in <i>Modern Archives: Principles and Techniques</i>. Chicago, Ill.: University of Chicago Press, 1956; reprint, The Society of American Archivists, 1998.</p> <p>Livelton, Trevor. <i>Archival Theory, Records, and the Public</i> (Lanham, Md: Scarecrow Press, 1996): 59-92.</p>
Week 3 (Sept 20)	Juridical system, fact and act, and the function of archival documents.	Duranti, Luciana, "Diplomatics: New Uses for an Old Science (Part II)." <i>Archivaria</i> 29 (Winter 1989): 4–17.
Week 4 (Sept 27)	Persons concurring in the creation of archival documents; Public and private archival documents.	Duranti, Luciana, "Diplomatics: New Uses for an Old Science (Part III)." <i>Archivaria</i> 30 (Summer 1990): 4–20.
Week 5 (Oct 4)	Procedure of records creation.	Duranti, Luciana, "Diplomatics: New Uses for an Old Science (Part IV)." <i>Archivaria</i> 31 (Winter 1990): 10–25.



Week 6 (Oct 12)	Concept of documentary form and its basic structure; The elements of documentary form and structure of diplomatic criticism.	Duranti, Luciana, "Diplomatics: New Uses for an Old Science (Part V)." <i>Archivaria</i> 32 (Summer 1991): 6–24.
Week 7 (Oct 11)	Introduction to diplomatic criticism.	Duranti, Luciana, "Diplomatics: New Uses for an Old Science (Part VI)." <i>Archivaria</i> 33 (Winter 1991): remainder of article  MacNeil, Heather. Chapter on Diplomatics in <i>Trusting records: legal, historical, and diplomatic perspectives</i> , Dordrecht, Netherlands: Kluwer Academic, 2000.
Week 8 (Oct 18)	Review of concepts with Corinne Rogers	Duranti, Luciana and Patricia Franks, <i>Encyclopedia of Archival Science</i> . Lanham, MD: Rowman & Littlefield Publishing Group, 2015. Read the entries about all concepts covered in class.
Week 8 (Oct 25)	Mid-term exam – closed books	
Week 9 (Nov 1)	In-class document analysis and diplomatic criticism	Documents for analysis provided ahead of time – you are expected to complete your own diplomatic criticism for discussion and review
Week 10 (Nov 8)	In-class document analysis and diplomatic criticism	"
Week 11 (Nov 15)	In-class document analysis and diplomatic criticism	"
Week 12 (Nov 22)	In-class document analysis and diplomatic criticism	"
Week 13 (Nov 29)	In-class document analysis and diplomatic criticism – In-class test	



### Attendance:

- Attendance is required in all class meetings. If you know you are going to be absent you must inform me beforehand if at all possible.
- Any penalties imposed for excessive absences are at the discretion of the instructor.

**Evaluation:** All assignments will be marked using the evaluative criteria given on the [iSchool web site](#).

**Access & Diversity:** Access & Diversity works with the University to create an inclusive living and learning environment in which all students can thrive. The University accommodates students with disabilities who have registered with the Access and Diversity unit: [<https://students.ubc.ca/about-student-services/access-diversity>]. You must register with the Disability Resource Centre to be granted special accommodations for any on-going conditions.

**Religious Accommodation:** The University accommodates students whose religious obligations conflict with attendance, submitting assignments, or completing scheduled tests and examinations. Please let your instructor know in advance, preferably in the first week of class, if you will require any accommodation on these grounds. Students who plan to be absent for family obligations, or other similar commitments, cannot assume they will be accommodated, and should discuss with the instructor before the course drop date. UBC policy on Religious Holidays: <http://equity.ubc.ca/days-of-significance-calendar/>

### Academic Integrity

#### Plagiarism

The Faculty of Arts considers plagiarism to be the most serious academic offence that a student can commit. Regardless of whether or not it was committed intentionally, plagiarism has serious academic consequences and can result in expulsion from the university. Plagiarism involves the improper use of somebody else's words or ideas in one's work. The UBC policy on Academic Misconduct is available here: <http://www.calendar.ubc.ca/Vancouver/index.cfm?tree=3,54,111,959>.

It is your responsibility to make sure you fully understand what plagiarism is. Many students who think they understand plagiarism do in fact commit what UBC calls "reckless plagiarism." The UBC Learning Commons has a resource page on how to avoid plagiarism, with policies on academic integrity and misconduct found here: <http://learningcommons.ubc.ca/resource-guides/avoid-plagiarism/>

If after reading these materials you still are unsure about how to properly use sources in your work, please ask your instructor for clarification.

**Written English Requirement:** In this course, precision in the use of terminology and in the formulation of concepts is a requirement, and so are correct English grammar and syntax.